

# FACTOR Canada

## JURIED SOUND RECORDING: SINGLE/EP

### Program Guidelines

#### 2023-2024

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Resources:

[Jury Assessment Preparation Guide](#)

## Program Intent

This Juried Sound Recording: Single/EP program was designed to augment FACTOR's current Artist programs as a stepping stone from *Artist Development* to *Juried Sound Recording: Album*, as well as addressing that in today's market, release planning and strategy has evolved. The eligible expenses related to sound recording, marketing, video, radio marketing, and live performance support are flexible with no caps to each component. The desired outcome is a budget that suits the specific project success, as FACTOR understands this may vary depending on artist and genre. This is a pilot program.

## Program Overview

1. The Juried Sound Recording: Single/EP program offers up to \$25,000 of investment towards 75% of eligible expenses related to artists creating new recordings for a single and/or EP format, within a fiscal year. Specifically, 5 songs or less and under 20 minutes of recorded music.
2. Applications are reviewed for eligibility before being assessed by a jury. Processing of applications typically requires 8-10 weeks from the application deadline before notification of outcome but may be affected by volume of applications and juror availability.
3. Funding for this program is provided by Canada's Private Radio Broadcasters and the Department of Canadian Heritage via the Canada Music Fund's Individual Initiatives component.

## Application Deadline

There is one deadline in FACTOR's 2023-2024 fiscal year for this program: **May 25, 2023, at 5:00pm ET.**

New applications to this program can be created, edited, and submitted beginning on **April 24, 2023**. Incomplete applications will not be retained in the system after the deadline.

If you experience technical difficulties which prevent you from submitting your application, you must contact FACTOR by email with accompanying screen shot illustrating the issue prior to 5:00pm Eastern Time on the deadline date. An application cannot be re-submitted if a report is filed after deadline.

## Who Can Apply

4. Only artists rated General and Artist 2 and record labels rated Approved, 2, 3, and 4 may apply to the Juried Sound Recording: Single/EP program. For this fiscal year, previous CMC companies onboarding to the Company Envelope: Mid-Tier program may apply.
5. **Only the party that controls the Canadian commercial release rights and exclusive Canadian exploitation rights to the sound recording at the time of application and up to March 31, 2024, may apply.** Typically, this will be:

- A Canadian artist, if the artist is “unsigned” or has not licensed the sound recording to another party. If the artist is a band that is not incorporated as a company, then an individual member of the artist band must be the Applicant. You must have both an approved Artist Profile and an approved Applicant Profile to apply.
  - A Canadian record label that has already signed the artist, or has licensed the sound recording, or has an option to license the sound recording. If the artist owns the underlying copyright in the masters but has licensed the sound recording to a record label, the label must be the Applicant. The record label must have an approved Applicant Profile and the Artist Profile must also be approved before the label can apply. Labels that are in FACTOR’s top tier Envelope program are not eligible.
6. Artist managers, producers, and publishers may fill out the application on behalf of an artist; however, the artist must be the named Applicant and they must incur the costs directly or to their company. Costs may not be incurred by the manager, producer, or publisher and then charged back to the artist.
  7. Artists may only apply to one juried program (Artist Development, Juried Sound Recording: Single/EP, or Juried Sound Recording: Album) within a fiscal year (April 1 to March 31).
  8. Artists may receive funding via the JSR: Single/EP program to a maximum of three times in the life of the program, including funding as a solo artist or member of a group.
  9. An artist should be able to demonstrate recent market success and accelerating momentum in their careers, with added consideration afforded to artists from equity-seeking groups. The Additional Information section of the Artist Profile must be up to date at the time of application submission.
  10. Applicants under 18 years of age must submit a signed [Parent or Legal Guardian Consent Form](#) with the application.
  11. Francophone artists who are recording primarily in French and primarily developing their careers in a French-language market should apply to [Musicaction](#). Francophone artists may apply to program if the activities and eligible expenses related to the project are incurred in the development of English-language materials for the English-language market and are not signed to companies funded by Factor or Musicaction in the company programs already supporting those activities.

## How to Apply

12. In order to fill out a JSR: Single/EP application in the FACTOR online system, you will first need a rated **Artist Profile and Applicant Profile**:
  - a. The Artist Profile provides details about the artist or group. Complete the mandatory information, then click the Request Review button.
  - b. The Applicant Profile provides the details of the person or party that enters a contract with FACTOR, will receive the funding, and will be incurring the costs. Once you’ve completed the profile, click the Request Review button.

Go to the [How to Apply page on the FACTOR website](#) for step-by-step instructions on creating and sharing profiles, followed by how to submit an application.
13. As part of your application, you must submit
  - a. TWO assessment SONGS which should
    - i. Be new, recently recorded, original songs or compositions that have never been commercially released at the time of application. If you are in the jazz or classical genre, a new arrangement of a work previously recorded and released by another artist(s) may be allowed with FACTOR’s pre-approval.
    - i. Be uploaded in MP3 format, along with lyrics if applicable;
    - ii. Meet [MAPL requirements](#) for Canadian content; and
    - iii. Not be a French-language single or EP with majority of songs in French.
  - b. Track Listing for proposed release(s)
  - c. A current artist bio; and

- d. A marketing plan for the release of these song(s):
  - i. FORM: Fill in the mandatory one sheet
  - ii. BUDGET: Estimate how much you will spend on recording, marketing, touring, showcasing, radio marketing, and video production in the coming year. Include all spends, regardless of whether you hope to subsidize them with FACTOR funding.
  - iii. OVERVIEW: In 3000 characters, describe how the release plan and activities will contribute to your overall strategy, and how they will help you achieve your goals.

**Important note:** It is not possible for FACTOR staff to attach materials to an application once it has been submitted. It is your responsibility to ensure all mandatory documents have been uploaded prior to submitting the application.

14. FACTOR welcomes and encourages applications from people with disabilities. Please contact your Project Coordinator or our [general information account](#) to discuss options for accommodations throughout the application process, as well as our [Application Accessibility Support Fund](#).

## How This Program Works

15. This program provides up to \$25,000 for 75% of eligible expenses which can be applied toward recording of singles and EPs (releases of five or fewer songs, under 20 minutes total running time) and marketing/promotional activities of same recordings.
16. The eligible expenses related to this program must be incurred prior to close of FACTOR's fiscal year, March 31, 2024. Completions must be submitted within 30 days of fiscal year end and an artist may not apply to a new JSR: Single/EP or JSR: Album before their previous project is closed.
17. The Project must meet all the following requirements:
  - a. It is made up of at least 1-5 tracks and LESS THAN 20 minutes of total music, either packaged as one EP, or as series of singles that will be released within the fiscal time period
  - b. The underlying compositions and the recordings have never been commercially released. Covers of previously-recorded compositions may be allowed but only if they have special creative merit as determined solely by FACTOR and approved in advance of the application being submitted; *and*
  - c. The Single/EP is by a Canadian artist and, as a whole, contains at least 50% music and lyrics written by Canadians. Please see Business Policies: MAPL Certification for details of exceptions for jazz and classical music.
  - d. All JSR: Single/EP applications must include the creation of a new, previously unreleased qualifying song(s).
18. Eligible activities and costs in this program can include expenses relating to Sound Recording, Marketing, Radio Marketing, Live Performance, and Video. There are no caps to individual components as we encourage the best flexibility towards the success of the recording and release plans. However, all JSR applications must include a sound recording element. Please refer to the eligible and ineligible expenses lists in these guidelines.
19. This is a juried program, meaning that all eligible applications will be sent for evaluation to FACTOR juries that will assess the commercial and artistic merit of the assessment tracks and the release plans of the application. The jury will consider whether the Marketing Plan is clear and achievable, given the artist's resources and what they have accomplished to date. Please see [Business Policies: Assessment Process – Juried Program](#) for more information on the jury process.
20. If your application is successful, you will enter into a General Agreement which sets out the terms of funding. You must also provide your banking information to receive your grant via [direct deposit](#).
21. FACTOR will reimburse 75% of your eligible costs up to \$25,000. This means you must incur at least \$33,333 in eligible expenses to reach the maximum amount.
22. Once the application is approved, all changes must be approved by FACTOR to ensure the ongoing eligibility of the project and costs.
23. At the halfway point of your project, you will be required to submit a mid-project update to your Project Coordinator, which offers the opportunity to connect and discuss any issues with execution.

24. The songs may be produced in a home studio at no cost, as long as they possess in FACTOR's opinion professional-sounding production. They must be an original song or composition and meet FACTOR's MAPL requirements for Canadian content. See [Business Policies: MAPL Certification](#). If you are in the jazz or classical genre, a new arrangement of a work previously recorded and released by another artist(s) may be allowed with FACTOR's pre-approval.
25. **Recipient Accessibility Support Fund:** FACTOR funding recipients are eligible for top-up support to their project funding for costs related to accessibility. FACTOR will allow applications in this fund for up to \$5,000 each fiscal year, not to exceed \$5,000 per project. Eligible costs claimed under this fund will be reimbursed at 100%. This fund is open to artists and staff of music companies associated with the project Artist or Applicant. Support for this fund is provided exclusively by Canada's Private Radio Broadcasters. See more details on [FACTOR's Accessibility page](#).

## How Applications are Assessed

26. Assessment tracks are evaluated by an independent jury, accounting for 60% of the overall score. The remaining 40% is based on the artist's market activity and release plan.

## Eligible Costs

27. This program allows a wide range of eligible costs including:
- a. Sound recording: pre-production and rehearsal space rental costs of up to \$500 (must be paid to third parties), studio time, production personnel (such as hired musicians, producer, engineer, techs), and equipment rentals.
  - b. Touring and showcasing: travel costs, hired musicians and crew fees, conference registration fees, and virtual performance costs;
  - c. Marketing: publicity, ad buys, radio marketing, photography, graphic design; and
  - d. Video production: producer and director fees (must be paid to third parties), crew personnel, location, and equipment rentals.
28. The costs below are ineligible for this program:
- a. Per diems, meals, or hospitality costs;
  - b. Your own time or services, any other donated services or in-house costs;
  - c. Manufacturing costs of physical music formats and merchandise;
  - d. Artist residencies, creative and songwriting retreats, band practices, [woodshedding](#), and cost-of-living expenses such as rent and utilities;
  - e. Voice or instrument lessons;
  - f. Taxes that are subject to rebate to the Recipient (such as VAT, HST);
  - g. Musicians' union dues, penalties, fines, pension contributions and any other union-mandated payments;
  - h. Costs in this program covered by any other FACTOR-funded project. This includes any costs related to an eligible traveler who is being claimed in a Tour or Showcase application.
  - i. Most expenses paid for in cash (see Business Policies: Cash Payments);
  - j. Management and legal fees;
  - k. Purchases of equipment, musical instruments and related supplies;
  - l. Distribution costs, including fees and set-up costs;
  - m. Mechanical royalties and associated costs
29. Only these non-Canadian costs are eligible in this program:
- a. Costs related to full-time non-Canadian members of the artist band,
  - b. Costs incurred while traveling outside of Canada on a tour or showcase,
  - c. Costs incurred in a domestic marketing campaign where the supplier is based outside of Canada and the services cannot be provided by a Canadian (e.g., Facebook), and
  - d. Costs incurred outside of Canada in an international marketing campaign.
30. Costs must be verifiable with invoices, receipts, and proof of payment.

- a. Receipts must include:
  - i. The name and address of the organization or individual who provided the goods or services;
  - ii. The name of the individual who purchased the goods or service.
  - iii. The goods or services purchased in detail, such as item description, quantity, unit price, extended price, additional charges, and applicable taxes.
  - iv. The transaction date (including the dates of service or delivery if applicable).
- b. Examples of eligible proof of payment include cheque, email transfer, credit card, interbank transfer, wire transfer, and money orders.

### 31. Cash payments

Touring, showcasing, and all other eligible activities

- a. Incidental purchases under \$100 are eligible when supported by a cash register receipt
  - b. Personnel fees up to \$500 for services are eligible with a signed Receipt for Services form
  - c. Lease or purchase of goods and services must be supported by a detailed receipt issued by the payee which includes name, address, and telephone number.
32. Receipts in all cases must be sufficiently detailed to show the purchase is connected to the expense claim.
  33. Applicants must be able to identify and describe the item(s) or service(s) purchased. FACTOR reserves the right to contact the vendor and to reject any costs it deems, in its sole opinion, insufficiently supported.
  34. Eligible costs must be incurred after the application has been submitted and paid before the final Completion deadline.
  35. Goods and services purchased from individual Canadians living outside of Canada or Canadian-owned businesses physically located outside of Canada are eligible costs.
  36. **Travel costs** – travel costs follow the rates specified in the [Government of Canada Travel Directive](#).
    - a. Accommodations are eligible to a maximum of \$300 per room, per night
    - b. Flight costs at economy rate only
    - c. No dollar value will be attributable to air miles, frequent flyer points or similar programs. However, FACTOR may recognize a cash fee charged by the points provider.
    - d. Applicants are urged to ensure that each person traveling is covered by trip cancellation, health/medical and accident insurance appropriate to the length and location of the visit to the country in which any funded travel occurs. In the event that a trip or any portion thereof is canceled such that all or any portion of approved eligible costs is forfeit, the Applicant is required to recover the maximum amount available under its travel insurance. FACTOR will cover 50% of any remaining non-refundable costs.
  37. **Musicians' fees** – where applicable, fees paid to musicians will be recognized as follows:
    - a. For sound recording work, musicians' fees will be capped at a rate of \$400 per studio session, to a maximum of one session per track. The day rate includes overtime pay for the session, if any.
    - b. "Leader fees" are eligible for third-parties only, at up to double the day rate, but only if the session is contracted pursuant to a musician's union contract, and that contract is submitted to FACTOR.
    - c. For live performances, musicians' fees will be capped at a show rate of \$300 per show. The show rate includes all paid performances in one calendar day.
    - d. Cash payments to musicians may only be eligible for FACTOR reimbursement if they conform to the policy on cash payments set out above. For reimbursement by FACTOR, the musician's fee must be supported by an invoice from the musician to the applicant, along with proof of payment showing the invoice was paid.
  38. FACTOR reserves the right at all times to allow, disallow, or modify costs. It is advisable to discuss any changes to your budget before Completion. If you are uncertain about the eligibility of a cost, please contact FACTOR before incurring that cost.

## Funding and Payments

39. Applicants to every FACTOR program must declare any other public funding received or expected to be received toward the same project costs they are claiming. FACTOR's contribution plus any other public funding cannot exceed 100% of the project's Total Eligible Budget. See [Glossary: Public Funding](#).
40. Funding under the Juried Sound Recording: Single/EP program is paid 50% (\$12,500) in advance when the application is approved and the applicant accepts the General Agreement. However, FACTOR reserves the right to remove any ineligible expenses from your final cost report. This may lead to a reduction in the amount of funding for which you are ultimately eligible and, in some cases, may result in the recipient having to return a portion of the advance.

## Project Completion

41. If approved, your Completion Report may be submitted as soon as your project has concluded and no later than April 30<sup>th</sup>, 2024. **No extensions will be granted.** Before that deadline, you must complete and submit all sections of the Completion (including Budget, Results, Component Information and Public Funding).
42. A cost report and supporting expense documentation need to be submitted upon Completion. Failure to comply could result in a lowered offer or default status in the FACTOR system. Please ensure you keep invoices, receipts, and proofs of payment for eligible costs.
43. As part of your Completion, you must upload an MP3(s) of your delivery track(s) and complete the track information table as applicable.
44. You must provide the appropriate Logo and Acknowledgment on any press and promotional material and any digital assets you create with the funding. You must credit FACTOR on all physical and digital copies of the release(s), and/or wherever production credits for the track are listed, such as in the artwork and the metadata of the digital file. Please see [FACTOR's Logo and Acknowledgment Guide](#).
45. Once submitted to FACTOR, the Completion will be deemed by FACTOR to be your true, accurate, and final accounting, and may not be unsubmitted, amended or deleted.
46. Applicants should retain all their invoices, receipts, and proofs of payment for seven years for FACTOR and Revenue Canada taxation purposes.